

MASS. SLI.2: ST29/6/2001/ILL

# INTER-LIBRARY LOAN SERVICES

OF THE STATE LIBRARY OF  
MASSACHUSETTS



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GOVERNMENT DOCUMENTS  
COLLECTION

JAN 2 2003

University of Massachusetts  
24 Beacon Street  
Depository Copy  
Room 341 State House  
Boston, Massachusetts 02133

**Telephone:** (617) 727-2590

**TTD/TTY:** (617) 727-0917

**Fax:** (617) 727-5819

**Hours:** Monday-Friday 9am-5pm

**Web Address:** <http://www.state.ma.us/lib>

## **BORROWER ELIGIBILITY**

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State personnel, including those located in other parts of the state, are encouraged to submit requests for research materials not found in the State Library's collection. Borrowers must hold a valid State Library card.

This program is devoted to supporting research programs in state government. We do not supply non-work related loan requests for personal reading or continuing education courses; please inquire at your local public library about acquiring these through its interlibrary loan service.

In addition, personnel who need on-site access to local academic libraries for their projects may be issued a Boston Library Consortium card. Interested persons should contact a reference librarian.

## **REQUEST FORMS: BOOKS/ARTICLES**

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Requests may be submitted using the electronic form (for books go to: <http://www.state.ma.us/lib/services/illbook.htm>. For journal articles go to: <http://www.state.ma.us/lib/services/illart.htm>). Paper copies of the form are available at the Reference Desk in the main Reading Room (Room 341) or forms can be requested by fax (617-727-5819) or e-mail (at [interlibrary.loan@state.ma.us](mailto:interlibrary.loan@state.ma.us)).

## **SUBMITTING REQUESTS**

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Paper forms may be submitted in person, by fax, interoffice mail, or U.S. mail. Please fill these out as completely as possible to facilitate their processing.

E-mail requests should provide the following information for **books** -

author(s)  
title  
publisher  
year or edition



**Journal article** information must include -

author(s)  
article title  
journal title  
volume and number of issue  
pages  
date of issue

When placing multiple requests, indicating their priority will ensure that the most relevant titles are handled first.

## **STATUS QUERIES**

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Questions about the status of a request are most easily dealt with via e-mail, as staffs have varied duties each day and may not be readily available by telephone.

## **LOAN PERIODS AND RENEWALS**

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The loan period for books varies from two to four weeks depending on the lending library. Renewal requests should be submitted to the Interlibrary Loan Department three days before the due date. It is at the discretion of the lending library to grant a renewal.

## **BORROWING JOURNALS**

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Libraries generally do not loan entire journal issues. If an issue is devoted to one theme, the articles should be requested individually.

## **COPYRIGHT GUIDELINES**

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The State Library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment would violate copyright law.

## **PICKING UP MATERIALS**

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Patrons are notified of the arrival of their requests by phone or e-mail. For personnel located away from the State House, materials can be mailed to your office or faxed if they are not too lengthy.

## **RETURNING MATERIALS**

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Books should be deposited at the Circulation Desk in Room 341. If your office is not nearby, they should be returned by UPS or Fed Ex.

## **TURNAROUND TIME**

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Items held by a local institution can arrive in as little as two days. The average time for delivery of materials is about two weeks when several institutions must be contacted before a title is obtained.

## **RUSH REQUESTS**

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If a title is needed quickly, please specify the deadline in your request.

## **LOST TITLES**

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Patrons are responsible for reimbursing the lending library for the replacement of lost volumes. Some libraries may ask for a replacement copy in lieu of payment.

## **CONTACT INFORMATION**

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### **Mailing address:**

Interlibrary Loan  
The George Fингold Library  
State House, Rm 341  
Boston, MA 02133

### **E-mail address:**

[interlibrary.loan@state.ma.us](mailto:interlibrary.loan@state.ma.us)



The State Library of Massachusetts  
341 State House  
Boston, MA 02133  
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